

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO.

C-462

PAGE  
NO.


RECORDS RETENTION AND DISPOSAL SCHEDULE

BALTIMORE COUNTY DEPT. OF PUBLIC WORKS

BUREAU OF ENGINEERING

AGENCY

DIVISION

Item No.	Description	Retention
1	<p><u>PUBLIC UTILITY CONSTRUCTION DRAWINGS</u></p> <p>Drawings of completed jobs for: Roads and Bridges Sewer Storm Drain Water</p> <p>These 24" X 36" cartons are indexed by year and assession number. They contain the following information:</p> <ul style="list-style-type: none"> <li>District</li> <li>Drawing number</li> <li>Utility code</li> <li>Drawing name</li> <li>General and specific location</li> <li>Subdivision</li> </ul> <p>These drawings have been microfilmed, but the original should be stored for 10 years to determine frequency of use. At that time the Department of Public Works should be notified to approve disposal.</p> <p>File Arrangement: Numerically by year and assession number</p>	<p>Retain Microfilm permanently</p> <p>Originals to be kept for 10 years from the date of this schedule, then destroyed with approval from Dept. of Public Works.</p>
<p>Approval for Baltimore County</p> <p><i>Frank R. Thornton</i> 7-5-77</p> <p>Records Management Officer</p>		

Schedule approved by Department, Agency or Division Representative

*Donald W. Lucker* *Asst. Ch. Bur. of Engr.* *7/5/77*  
Signature Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

*7/18/77* *Edward L. Goffin* \_\_\_\_\_  
Date Archivist Date Secretary